



**2013 Annual WMBE Plan  
Office of Immigrant and Refugee Affairs (OIRA)**

**1. Department Representative:**

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CH-06-01

**2. 2013 Goals:**

**WMBE Utilization Goal for Purchasing and Contracting in 2013**

**2013 Department WMBE Target for Supplies: \$900 90%**

**2013 Department WMBE Target for Professional Services: \$7,000 100%**

OIRA's is a small office with a very limited supply and consultant budget.

- OIRA has no discretion in vendors for computers or printers, but must use contracts approved by DoIT, who does the actual purchasing and maintenance. OIRA does not intend to purchase any of these items in 2013.
- OIRA will purchase 90%, or more, of its supplies and small item purchases from Kenney's Office Supply, a WBE, in 2013. Supplies are under 1% of OIRA's budget.
- OIRA will use W/MBE consultants

**3. Outreach Events:**

OIRA has \$16,000 budgeted for translation services for City outreach events. The funds will be used to translate City materials to better serve Seattle's immigrant and refugee communities. Translation service providers selected will very likely be MBEs but may not be listed as such in the City's system.

**4. Plans and Strategies:**

A key component of the OIRA work plan is to work in conjunction with City departments to improve services for Seattle's immigrant and refugee communities and provide outreach to those communities regarding City services, employment and business opportunities. In the long-term OIRA's work plan will support departments to better reach W/MBE targets.

All OIRA staff participate in Race and Social Justice Initiative training.

All Immigrant and Refugee Commissioners are required to participate in Race and Social Justice Initiative training.